

EXECUTIVE SECRETARIATFunction:

The Executive Secretariat (ES) is an office of service to the DCI and DDCI, the various senior staffs reporting directly to the DCI, and the four Directorates. All incoming extra-Agency coorespondence addressed to the DCI is distributed by the ES, which assigns actions and suspense dates. Material requiring DCI or DDCI review and approval is examined by the ES, who is responsible for its proper coordination and completed staff action. Senior officers are kept informed of significant requirements through a Daily Journal and Weekly Checklist of Activities. The ES supervises the operation of the Office of the Administrative Officer, DCI Area, with its personnel, logistical and financial functions, as well as the operation of the Executive Registry where documents are logged, indexed, and stored for prompt retrieval. The Executive Secretary acts as approving officer for all E Career Service personnel actions concerning officers in grades GS-15 and below. Other tasks performed by the ES include recording minutes of the DCI's morning staff meetings, approving expenditures relating to the operation of the Office of the Director, and advising the Management Advisory Group (MAG). MAG is a group of fourteen promising officers selected to serve a one-year tour and which provides the DCI and DDCI with an additional vehicle for advice and assistance. The ES maintains liaison for the DCI with the Staff Secretary/National Security Council, Executive Secretary/Department of State, the Executive Secretary/Operations Advisory Group, and is the Agency point of contact with the Assistant to the President for Personnel. Finally, the ES is responsible for the development and execution of the DCI and senior staff budget.

Strength:

- a. As of 1 November 1976
- b. FY 1977 Authorization

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Funds :

- a. FY 1977
- b. FY 1978

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Executive Secretary:

Benjamin C. Evans (age 52)

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 became Executive Secretary

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in August 1973. Education: USMA 1946 B.S. Degree; Colombia University M.A. Degree (International Affairs).